

# PLANNING COMMISSION SUBMITTAL DEADLINES

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## MAY 2007

MEETING DATE: MAY 10<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: MARCH 29<sup>TH</sup>, 4:00 p.m.  
COMMENTS REC'D BY: APRIL 12<sup>TH</sup>  
RESUBMITTAL DUE BY: APRIL 26<sup>TH</sup>, 4:00 p.m.

## JUNE 2007

MEETING DATE: JUNE 14<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: MAY 3<sup>RD</sup>, 4:00 p.m.  
COMMENTS REC'D BY: MAY 17<sup>TH</sup>  
RESUBMITTAL DUE BY: MAY 31<sup>ST</sup>, 4:00 p.m.

## JULY 2007

MEETING DATE: JULY 12<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: MAY 31<sup>ST</sup>, 4:00 p.m.  
COMMENTS REC'D BY: JUNE 14<sup>TH</sup>  
RESUBMITTAL DUE BY: JUNE 28<sup>TH</sup>, 4:00 p.m.

## AUGUST 2007

MEETING DATE: AUGUST 9<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: JUNE 28<sup>TH</sup>, 4:00 p.m.  
COMMENTS REC'D BY: JULY 12<sup>TH</sup>  
RESUBMITTAL DUE BY: JULY 26<sup>TH</sup>, 4:00 p.m.

## SEPTEMBER 2007

MEETING DATE: SEPTEMBER 13<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: AUGUST 2<sup>ND</sup>, 4:00 p.m.  
COMMENTS REC'D BY: AUGUST 16<sup>TH</sup>  
RESUBMITTAL DUE BY: AUGUST 30<sup>TH</sup>, 4:00 p.m.

## OCTOBER 2007

MEETING DATE: OCTOBER 11<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: AUGUST 20<sup>TH</sup>, 4:00 p.m.  
COMMENTS REC'D BY: SEPTEMBER 13<sup>TH</sup>  
RESUBMITTAL DUE BY: SEPTEMBER 27<sup>TH</sup>, 4:00 p.m.

## NOVEMBER 2007

MEETING DATE: NOVEMBER 8<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: SEPTEMBER 27<sup>TH</sup>, 4:00 p.m.  
COMMENTS REC'D BY: OCTOBER 11<sup>TH</sup>  
RESUBMITTAL DUE BY: OCTOBER 25<sup>TH</sup>, 4:00 p.m.

## DECEMBER 2007

MEETING DATE: DECEMBER 13<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: NOVEMBER 1<sup>ST</sup>, 4:00 p.m.  
COMMENTS REC'D BY: NOVEMBER 15<sup>TH</sup>  
RESUBMITTAL DUE BY: NOVEMBER 29<sup>TH</sup>, 4:00 p.m.

## JANUARY 2008

MEETING DATE: JANUARY 10<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: NOVEMBER 29<sup>TH</sup>, 4:00 p.m.  
COMMENTS REC'D BY: DECEMBER 13<sup>TH</sup>  
RESUBMITTAL DUE BY: DECEMBER 27<sup>TH</sup>, 4:00 p.m.

## FEBRUARY 2008

MEETING DATE: FEBRUARY 14<sup>TH</sup>, 7:00 p.m.  
INITIAL SUBMITTAL DEADLINE: JANUARY 3<sup>RD</sup>, 4:00 p.m.  
COMMENTS REC'D BY: JANUARY 17<sup>TH</sup>  
RESUBMITTAL DUE BY: JANUARY 31<sup>ST</sup>, 4:00 p.m.

## MARCH 2008

MEETING DATE:	MARCH 13 <sup>TH</sup> , 7:00 p.m.
INITIAL SUBMITTAL DEADLINE:	MARCH 31 <sup>ST</sup> , 4:00 p.m.
COMMENTS REC'D BY:	FEBRUARY 14 <sup>TH</sup>
RESUBMITTAL DUE BY:	FEBRUARY 28 <sup>TH</sup> , 4:00 p.m.

## APRIL 2008

MEETING DATE:	APRIL 10 <sup>TH</sup> , 7:00 p.m.
INITIAL SUBMITTAL DEADLINE:	FEBRUARY 28 <sup>TH</sup> , 4:00 p.m.
COMMENTS REC'D BY:	MARCH 13 <sup>TH</sup>
RESUBMITTAL DUE BY:	MARCH 27 <sup>TH</sup> , 4:00 p.m.

# INSTRUCTIONS FOR SUBMITTAL FOR REVIEW BY THE PLANNING COMMISSION

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## **STEP 1 INITIAL SUBMITTAL**

Bring the following information to City Hall, 6 weeks prior to the Planning Commission. (See schedule)

- 8 copies of your plan.
- Completed application for Planning Commission
- Pay fees.

Note: Plans “dropped off” without payment and application will NOT be accepted and held in storage.

## **STEP 2 COMMENTS**

Your plans will be reviewed by the Planners, engineers, attorney and any other employee as needed. A list of “comments” will be generated within 2 weeks, instructing what changes or additions need to be made to receive a recommendation for approval by the Planning Commission. These comments will be sent to you by email. You may request that they be sent by fax instead of electronically. You may also elect to pick up a copy at City Hall. If you would like them mailed to you, you must leave a self-addressed stamped envelope at City Hall when you turn in your application. It is your responsibility to forward this list on to your engineer or surveyor. City Hall will send comments only to the applicant.

There will be a two week period to make your corrections and changes. Plans must then be resubmitted by the date indicated on the schedule.

Note: If there are more than 10 comments, the plans may not be eligible for review by the Planning Commission until the following month’s meeting.

## **STEP 3 RESUBMISSION OF CORRECTED PLANS**

Bring 10 copies of the revised plans to City Hall, on or before the deadline listed on the schedule (one week prior to meeting). No fees are due.

Subdivision plats must also be accompanied by TWO mylar copies with all required signatures.

Note: City Hall is open until 4:00 p.m.

## **STEP 4 MEETING**

You or your representative should be prepared to address the Planning Commission about your plan and be prepared for questions.

Bring a check for recording fees (if applicable) to the meeting to assure prompt recording of your document with the Register of Deeds office. City staff will record the document.

## **GENERAL NOTES:**

- No plans will be accepted for any review that do not meet the published deadlines.
- Plans will not be accepted at City Hall without full payment of review fees that are due and completed Application for Review.
- The Town’s staff will record any final plats no later than 7 days of final approval, if fees are paid. Failure to provide recording fees could result in delays in recording. Approved plats that have unpaid fees and remain unrecorded for one year will lose the approval from the Planning Commission.
- A voting quorum of 5 members of the Planning Commission is required for the Planning Commission to review plans at a meeting. There are very RARE occasions when a quorum may not be accomplished. All submittals will automatically be deferred to the next month’s meeting. No action is required by the applicant to have this done.
- Copies of the Subdivision Regulations and the Zoning Ordinance are available at City Hall at a charge of \$15 (fifteen dollars) each.

